

MEMBER

WYRE FOREST DISTRICT COUNCIL

Reg. No.
 Make & Model of car.
 2012

Travelling and Subsistence Claim for month ending May - May 2012
 C.C. Rating 1950
 if car changed since previous claim state date.

Payroll No. SICLEE
 NAME SICLEE
 (BLOCK LETTERS)
 Division 1600

| Date | Description | | Mileometer | | Miles | Purpose and Passengers Carried | Time Absent | | Subsistence and other expenses | | Amount | |
|---------|-------------|----|------------|----|-------|--|-------------|----|--------------------------------|---|--------|---|
| | From | To | From | To | | | From | To | £ | p | £ | p |
| 14-3-12 | | | | | ✓10 | Site & Area Debate | | | | | | |
| 16-3-12 | | | | | ✓10 | Signing & Letters Post | | | | | | |
| 16-3-12 | | | | | ✓12 | Mayor of Kidderminster Ball | | | | | | |
| 17-3-12 | | | | | ✓36 | St Michaels - Tenbury Mayors Ball | | | | | | |
| 19-3-12 | | | | | ✓14 | NEW Headwaters Trip-out | | | | | | |
| 22-3-12 | | | | | ✓10 | Legal Docs | | | | | | |
| 23-3-12 | | | | | ✓10 | S.O.S Sports Club - Heritage Lottery Award | | | | | | |
| 23-3-12 | | | | | ✓12 | Kidderminster Town Hall Concert | | | | | | |
| 28-3-12 | | | | | ✓4 | BENDLEY MUSEUM Management Committee | | | | | | |
| 28-3-12 | | | | | ✓10 | S.O.S LEGAL Docs | | | | | | |
| 29-3-12 | | | | | ✓10 | S.O.S Meeting Mike Parker | | | | | | |
| 30-3-12 | | | | | ✓10 | S.O.S Legal Docs | | | | | | |
| 31-3-12 | | | | | ✓12 | CORAL Society Concert | | | | | | |
| 3-4-12 | | | | | ✓10 | Legal Doc - Sign | | | | | | |
| 11-4-12 | | | | | ✓12 | Pike House - Laptop | | | | | | |
| 14-4-12 | | | | | ✓44 | INCHAUGH Chairman Dinner | | | | | | |
| 16-4-12 | | | | | ✓10 | S.O.S Legal Docs | | | | | | |
| | | | | | 236 | c/f | | | | | | |

Total Subsistence, etc.

| Totals for each Expenditure Code | | Mileage Rates | |
|----------------------------------|------|---------------|---|
| Item | Code | £ | p |
| Mileage | 3301 | | |
| Train / Bus / Taxi | 3501 | | |
| Subsistence | 4701 | | |
| TOTAL | | | |

| Totals for each Expenditure Code | | Mileage Rates | |
|----------------------------------|------|---------------|---|
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| Mileage | 3301 | | |
| Train / Bus / Taxi | 3501 | | |
| Subsistence | 4701 | | |
| TOTAL | | | |

CARRIED FORWARD

I certify that:

- a) the above details are a correct record of official journeys, and that expenditure has actually been incurred on subsistence claimed and this has not been previously reimbursed
- b) During the period of this claim, the vehicle was insured, official use was specified in the insurance certificate * and I held a current driving licence, I have neither done nor omitted to do anything to reduce or invalidate the said insurance.

* Annual check of business-use car insurance: checked by.....Date.....

Signed.....
(Claimant) Sheet 1 of 2
 Authorised.....
(Authorised Signatory)

Date authorised:.....

Please note claims must be received by the Human Resources Division on or before the 6th of the month in which payment is required.